

REQUIREMENTS FOR
SUBSTITUTE, K – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

Certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. An individual who holds a valid Arizona Teaching or Administrator certificate shall not be required to hold a Substitute certificate to be employed as a substitute teacher. The individual holding only a Substitute certificate shall not be assigned a contract teaching position and shall be limited to 120 days of substitute teaching IN THE SAME SCHOOL EACH SCHOOL YEAR. Substitute teaching may not be used to waive the student teaching practicum.

➤ **SUBSTITUTE, K – 12 CERTIFICATE**

All requirements for the Substitute Certificate must be met. Certificate is valid for six years and renewable by reapplication. **Fees are not refundable.**

1. A Bachelor's degree from an accredited institution. Official transcript(s) required.
2. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).

NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.